

SUPERVISING PROGRAM TECHNICIAN III
REVIEW OF JOB ANALYSIS
BACKGROUND INFORMATION

Date of Review: April 21 – 23, 2008

Collective Bargaining Identification: S04

Job Analysis Review Conducted By: Doreen Grigsby-Augmon
Selection Analyst
Office of Selection Services

Number of Incumbents: There are 0 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated May 12, 2008.

Names of the Subject Matter Expert(s) and their background:

Rugina Garcia, Parole Services Associate, Division of Adult Parole Operations

Rugina has been with the Department of Corrections and Rehabilitations for 13 years. She has been a Supervising Program Technician I for 3 years and a Supervising Program Technician III for 1 ½ years.

Lonnie Dewitt-Sanders, Parole Agent III, Division of Adult Parole Operations

Lonnie has been with the Department of Corrections and Rehabilitations for 15 years. He has supervised Supervising Program Technician I and III for 7 years.

Christine Toombs, Parole Agent III, Division of Adult Parole Operations

Christine has been with the Department of Corrections and Rehabilitations for 33 years. She has supervised Supervising Program Technician I and IIIs for 22 years.

REVIEW CHANGES/UPDATES:

SMEs reviewed the existing job analysis for Supervising Program Technician III, dated April 2006, to provide any necessary updates/changes. Minor changes have been made. In addition, Willingness Statements were added.

Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however the original language has been maintained on disk in this binder marked Job analysis 2006.

SUPERVISING PROGRAM TECHNICIAN III INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Classification Specifications for Supervising Program Technician III (series specification)
- DAPO Warrant Unit Duty Statement
- Review of the April 2006 Job Analysis